

CITY OF NEWPORT  
TASK ORDER NO. 17  
TO ENGINEERING SERVICES AGREEMENT  
FOR STREETS AND STORM SEWER  
ENGINEERING SERVICES

This TASK ORDER NO. 17 to the Engineering Services Agreement dated August 17, 2011, hereinafter called Agreement, between the City of Newport, (CITY), and Civil West Engineering Services, Inc., (ENGINEER).

**A. Description of Project**

City of Newport – City Hall Parking Expansion per the attached scope of services.

**B. SCOPE OF SERVICES**

The City agrees to utilize the services of ENGINEER and ENGINEER agrees to perform streets and storm sewer engineering services set forth in Attachment A.

**C. CITY'S RESPONSIBILITIES**

CITY to provide ENGINEER with the following information:

1. CITY shall provide timely review of submitted products (2-week turnaround), as appropriate.

**D. COMPENSATION**

1. CITY shall pay ENGINEER according to the fee schedule set forth in Exhibit A to the Engineering Services Agreement dated December 12, 2014.
2. Services provided under this Task Order shall not exceed seventy-three thousand nine-hundred sixty-four dollars (\$73,964).

**E. MISCELLANEOUS**

All terms and conditions of the Engineering Services Agreement apply to this Task Order as though fully set forth therein. In the event of a conflict between this Task Order and the Engineering Services Agreement, the terms of this Task Order shall apply.

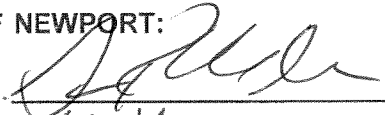
The parties do mutually agree to all mutual covenants and agreements contained within this Task Order No.17.

CITY OF NEWPORT:

By:

Title:

Date:


  
\_\_\_\_\_  
City Manager  
\_\_\_\_\_  
\_\_\_\_\_

CIVIL WEST ENGINEERING SERVICES, INC.

By:

Title:

Date:

  
\_\_\_\_\_  
PRESIDENT  
\_\_\_\_\_  
4-27-15  
\_\_\_\_\_



486 'E' Street  
Coos Bay, OR 97420  
541-266-8601

609 SW Hurbert Street  
Newport, OR 97366  
541-264-7040

## **ENGINEERING SCOPE OF SERVICES**

Date: December 12, 2014

Work Order Number:

To: Mr. Tim Gross, PE, Public Works Director, City of Newport

From: Garrett Pallo, PE, President, Civil West Engineering Services, Inc.

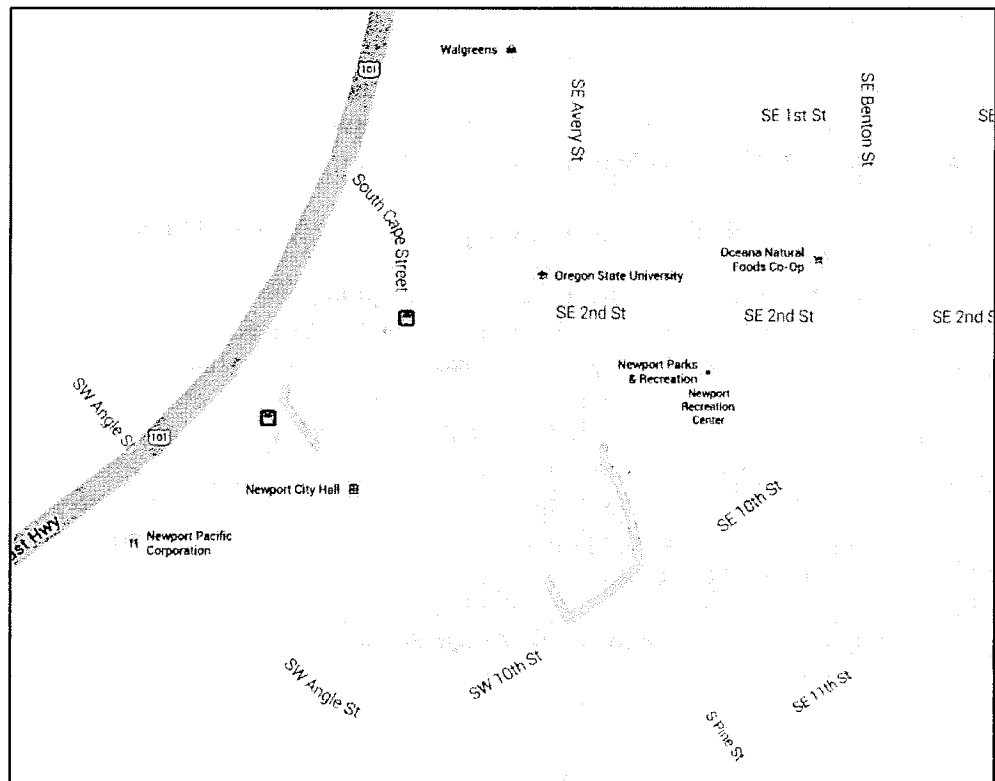
RE: **City of Newport – City Hall Parking Expansion**  
Civil West Project Number: 2302-034

The purpose of this scope of services is to describe the proposed approach, costs, and schedule proposed by Civil West to complete a parking lot expansion at City Hall along with access improvements to the City Hall complex.

### **Background Summary**

The City of Newport owns and operates much of its administrative and operational activities from the City Hall complex located as shown on the map. There is a large parking area location to the east of City Hall that currently provides parking for City Hall, the senior center, and the City's rec center.

The City is currently in the design of expanding the rec center to include an aquatic center and pool facility. The development of this new facility will result in the loss of some existing parking spaces, as well as an increased demand for parking.



Also, the police department in Newport currently accesses their parking lot via Avery Street. This requires a relatively circuitous path when officers need to get out of the City Hall parking lot in a hurry. There is a desire to improve the ingress and egress of the lot for the police department in addition to adding parking spaces for City Hall parking demands.

To address the above needs, the City wishes to undertake a project to both increase parking resources around City Hall and to improve the ingress and egress access to the parking area for the police department. Preliminary designs and layouts for this project were completed as part of the planning and design for the new Aquatic Center expansion. This project will implement those preliminary designs through design, bidding and construction services.

In addition to the planned improvements discussed above, the City wishes for this scope of work to include the design of mainline sewer improvements around the Aquatic Center and intersection grading improvements at SE 2<sup>nd</sup> street and SE Avery street. The City wants these sanitary sewer and the 2<sup>nd</sup>/Avery street intersection improvements completed before the rest of the construction begins on the Aquatic Center. As such, this work will be included within this scope of services.

### **Goal for the Project**

Expand parking at City Hall to provide additional parking resources for the new aquatic center and provide new ingress and egress access for the police department to more quickly allow them to access Highway 101. Also, complete mainline sanitary sewer improvements around the Aquatic Center.

### **Part A: Scope of Work**

The following tasks have been identified to track the project's progress. Each task will be assigned a certain number of engineering hours for completion. While there may be many subtasks included within these major task areas, only the major tasks will be discussed below.

### **Newport – City Hall Parking Expansion and Access Improvements – Proposed Scope of Services**

1. **Task 1 – Project Management and Administration** – Under this task, we will provide the necessary project management and administrative services to conduct an orderly and well-managed project. This will include organizational issues, financial, and other administrative requirements.
2. **Task 2 – Kickoff Meeting and Data Collection** – Under this task, we will administer a kickoff meeting where we will review the preliminary plans with staff and walk the project site to discuss details. We will utilize the survey that was completed under a separate project and the preliminary mapping and drawings that were previously developed. This task is largely intended to make sure that everyone is on the same page before we begin design.
3. **Task 3 – Parking and Lot Access Design Phase Services** - Under this task, we will complete the design of the planned improvements. This will include demolition plans, grading plans, retaining wall plans, paving and layout plans, curb and gutter plans, striping plans, and more. The design will cover the parking expansion that is planned largely for the area located just south of City Hall and the access improvements that are planned for an area north of City Hall and south of the Senior Center. We will prepare drawings, details, and general sheets as required for a complete set of plans.
4. **Task 4 – Sanitary Sewer Design Phase Services** – Under this task, we will complete the design and plans for the sanitary sewer improvements around and related to the new Aquatic Center. We will design the

mainline improvements and include stub-outs and connections for the Aquatic Center construction that will follow. Also included is the connection of the Senior Center sewer lateral. The intersection improvements will include removal of the curved section of sidewalk and re-grading the intersection to allow a smooth transition between SE 2<sup>nd</sup> and SE Avery street. This will also include a new driveway entrance for the recreation center.

5. **Task 5 – Project Documents** – Through this task, we will prepare written technical specifications for the planned improvements. We will also prepare contract and bidding documents to be used during the bid and construction phases for administration and management of the contractor and the project in general.
6. **Task 6 – Bid Phase Support** – Through this task, we will provide bid support services to help the City secure a responsive contractor to complete the work. This will include assistance with the bid process, bid opening, document review, recommendations, contract administration and notice to proceed. We will utilize the Civil West online bidding environment which provides the City, and potential bidders, instant access to bid information, plan holder lists, addenda, bid results, and other information.
7. **Task 7 - Construction Phase Support** – Under this task, we will provide construction phase engineering support to manage the construction effort on behalf of the City and provide construction inspection/observation services to enforce the project contract conditions.
8. **Task 8 – Project Closeout Services** – Under this task, we will provide closeout services for the project that will cover construction, financial, and records issues. We will participate in final punch lists and quality control to confirm the work is complete, and we will work with the contractor to finalize all payment issues, change orders, and financial issues. Finally, we will prepare a project album complete with construction photos, inspection reports, and as-built drawings.
9. **Task 9 – Project Reimbursables** – This task will include an allowance to cover costs associated with mileage, clerical, and reproductions, and other reimbursable items related to the project.

#### **Part B: Project Fee Proposal**

We have prepared a detailed fee proposal worksheet that we have attached to this proposal (see Exhibit A). The worksheet includes a summary of the proposed tasks and subtasks as described above along with estimates of hours for completion of the tasks and the associated billing rates for the individuals involved.

A summary of the engineering fee proposal is provided below:

<b>Task</b>	<b>Summary of Proposed Engineering Budget:</b>	<b>Budget</b>
1	Project Management and Administration	\$3,240.00
2	Kickoff Meeting and Data Gathering	\$2,932.00
3	Design Phase Services - Parking and Access Imps.	\$16,108.00
4	Design Phase Services - Sanitary Sewer Imps.	\$12,376.00
5	Project Documents	\$7,876.00
6	Bid Phase Support	\$4,844.00
7	Construction Phase Support	\$18,758.00
8	Project Closeout Services	\$7,330.00
9	Project Reimbursables	\$500.00
<b>Total Proposed Engineering Budget</b>		<b>\$73,964.00</b>

The above budget is considered as a not-to-exceed maximum for the scope of work described and will be billed on a time and materials basis to a maximum. If budget funds go unused, the City will realize the savings.

**Part C: Project Schedule**

It is understood that the City would like to see this project completed as soon as possible and on a fast track in order to complete the work before the Aquatic Center construction is in full swing.

1. Notice to proceed (assumed) ..... by January 1, 2015
2. Kickoff meeting scheduled..... Early January 2015
3. 50% design submittal for comments ..... by mid-February 2015
4. 95% design submittal for comments ..... by mid-March 2015
5. Ready for bid ..... by early April 2015
6. Contractor notice to proceed issued ..... by mid-May 2015
7. Estimated contract length for project ..... ~120 days (assumed)
8. Project completion estimated ..... late September 2015

The schedule above is a preliminary estimate only and can be modified to meet budgetary and scheduling constraints of the City and their other projects. At the project kickoff meeting, we will work with the City to develop a final project schedule, all things considered.

We are grateful for this opportunity to provide these services to the City of Newport. We are prepared to begin this work on this important project as soon as we are authorized to do so. Please let me know if you have any questions or if you wish to see any alterations to our proposed approach.

Sincerely,  
**Civil West Engineering Services, Inc.**



J. Garrett Pallo, PE  
President

City of Newport  
City Hall Parking Expansion and Access Improvements  
December 12, 2014

		Engineering Fee Structure								
		Principal Engineer	Project Manager	Senior Project Engineer	Project Engineer	Engr Tech	Construction Inspection	Clerical	Subcontractor Support Lump Sum	Total Hours
		\$145.00	\$130.00	\$123.00	\$116.00	\$98.00	\$78.00	\$44.00		Total Fee
Tasks										
1	Project Management and Administration									
a	Admin, Coordination, Project Management	8	16							24
	Task Total	8	16	0	0	0	0	0	\$0.00	24
2	Kickoff Meeting and Data Gathering									
a	Project kickoff meeting and review of concept plan details		6			2				8
b	Collection of additional survey data if required (allowance)		2			2			\$1,500.00	4
	Task Total	0	8	0	0	4	0	0	\$1,500.00	12
3	Design Phase Services - Parking and Access Imps.									
a	Preparation of plans for parking area	2	8			40				50
b	Preparation of plans for police ingress/egress and access	2	16			60				78
c	Plan review and comment process to produce finals		8			16				24
	Task Total	4	32	0	0	116	0	0	\$0.00	152
4	Design Phase Services - Sanitary Sewer Imps.									
a	Development of plans and drawings for sanitary sewer	2	20			30				52
b	Incorporation of future connections and stubouts for future const.		8			8				16
c	2nd & Avery intersection re-grading, driveway improvements	2	16			24				42
	Task Total	4	44	0	0	62	0	0	\$0.00	110
5	Project Documents									
a	Development of technical specifications	2	16			24				42
b	Development of contract docs and front ends	2	16			8				26
	Task Total	4	32	0	0	32	0	0	\$0.00	68
6	Bid Phase Support									
a	Bid administration, response to questions, addenda, etc.		16			2				18
b	Participate in bid opening and bid reviews process		4			4				8
c	Administer contracts and issue notice to proceed		4			8		8		20
	Task Total	0	24	0	0	14	0	8	\$0.00	46
7	Construction Phase Support									
a	Coordination, management, and oversight	2	24			8				34
b	Process payment requests and change orders as needed		16			8				24
c	Construction inspection/observation services						150			150
	Task Total	2	40	0	0	16	150	0	\$0.00	208
8	Project Closeout Services									
a	Final inspections, punch lists, and physical closeout of work	2	8			8				18
b	Final payments, financials, warranty and other documentations		8			8				16
c	Completion of project album		8			24				32
	Task Total	2	24	0	0	40	0	0	\$0.00	66
9	Project Reimbursables									
a	Travel costs, mileage, meals, etc.									0
b	Clerical expense, copies, postage, etc.									0
	Task Total	0	0	0	0	0	0	0	\$0.00	0
Total		24	220	0	0	284	150	8	\$1,500.00	686

Task	Summary of Proposed Engineering Budget:	Budget
1	Project Management and Administration	\$3,240.00
2	Kickoff Meeting and Data Gathering	\$2,932.00
3	Design Phase Services - Parking and Access Imps.	\$16,108.00
4	Design Phase Services - Sanitary Sewer Imps.	\$12,376.00
5	Project Documents	\$7,876.00
6	Bid Phase Support	\$4,844.00
7	Construction Phase Support	\$18,758.00
8	Project Closeout Services	\$7,330.00
9	Project Reimbursables	\$500.00
Total Proposed Engineering Budget		\$73,964.00